



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1650.26  
N2  
07 November 1995

OPNAV INSTRUCTION 1650.26

From: Chief of Naval Operations

Subj: OUTSTANDING INTELLIGENCE SPECIALIST OF THE YEAR PROGRAM

Encl: (1) Sample Format

1. Purpose. To implement the Outstanding Intelligence Specialist of the Year Program and to specify eligibility criteria and nomination procedures.
2. Discussion. The Director of Naval Intelligence established the Outstanding Intelligence Specialist of the Year program in 1990 to promote high morale and reward professional excellence in the Enlisted Intelligence community. This program is designed to recognize Intelligence Specialists for their leadership, outstanding performance of duty, special accomplishments, and overall contribution to command efficiency, morale and welfare.
3. Eligibility. This program is applicable to active duty Intelligence Specialists in paygrades E-1 through E-6 worldwide. Commanding Officers and Directors of Defense Agencies are encouraged to submit their sailors for this award. Two junior sailors E1-E4 and two senior sailors E5-E6 will be selected from the Sea and Shore duty categories. This program should not detract, but augment, Chief of Naval Operation's Sailor of the Year Program, for which Intelligence Specialists in pay grades E-5 and E-6 remain eligible.
4. Procedure
  - a. Nominations for Outstanding Intelligence Specialist of the Year (Sea/Shore) must be submitted to the Director, Office of Naval Intelligence, 4251 Suitland Road, Washington D.C. 20395, ATTN: ONI 15-2. Packages must be received on, or before, 1 February of each year via the nominee's chain of command. Nominations received after 1 February will not be considered.
  - b. Use format contained in enclosure (1).



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c. The Director, Office of Naval Intelligence, will establish a board to select all Outstanding Intelligence Specialists. The board will convene after 1 February and the selections will be announced by message. Four Sailors will be selected from the following categories - Junior Sailor Sea/Shore and Senior Sailor Sea/Shore.

5. Awards. In addition to any command recognition received, the Outstanding Intelligence Specialists of the Year Sea/Shore will each receive the following recognition:

a. Navy Achievement Medal.

b. Name engraved on a plaque displayed at the National Maritime Intelligence Center; Navy and Marine Corps Intelligence Training Center; and the Fleet Intelligence Training Center Pacific.

c. ONI plaque.

d. Appropriate hometown news releases.

6. Coordination. The program coordinator is the Senior Enlisted Leader for the Director of Naval Intelligence, ONI 15-2, 4251 Suitland Road, Washington, D.C. 20395. Phone: Comm: (301)669-4593, DSN 294-4593, FAX 294-4622.

7. Report. The reporting requirement contained in enclosure (1) is exempt from reports control by SECNAVINST 5214.2B.



M. W. CRAMER  
Director of Naval Intelligence

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SAMPLE FORMAT

1650  
(Originator)  
(Date)

From: (Nominee's LCPO, Division Officer, or Dept Head)  
To: Director, Office of Naval Intelligence (ONI 15-2)  
Via: (Nominee's Commanding Officer or Officer in Charge)

Subj: NOMINATION FOR THE OUTSTANDING INTELLIGENCE SPECIALIST OF  
THE YEAR (SEA/SHORE)

Ref: (a) OPNAVINST 1650 dtd of May 1995.

Encl: (1) 5 x 7 photograph (full length, front view; in service  
dress blue uniform).  
(2) Copies of all enlisted evaluations for preceding 5  
years (or less for Junior personnel).  
(3) Copies of all NAVPERS 1070/4 (Page 4).  
(4) Personnel Award recommendation (OPNAV 1650/3) and  
proposed citation for Navy Achievement Medal.

1. Per reference (a), (IS\_\_ Last Name, First Name, M.I.) is  
permanently assigned to my command and is my nomination for the  
Outstanding Intelligence Specialist of the Year (Sea/Shore).

2. In addition to enclosures (1) through (4), the following  
information is provided:

- a. Rate, full name, SSN:
- b. Date and place of birth:
- c. Date enlisted in the U.S. Navy:
- d. Active-duty assignments (inclusive dates):
- e. Brief biography of nominee (one page, double spaced):

3. Overview of the nominees outstanding accomplishments and  
performance of duty for the calendar year. (Not to exceed one  
typewritten page).

Enclosure (1)